DOCUMENT RESUME

ED 111 449 JC 750 467

TITLE	Los Angeles City College Credit Manual. Revision, Spring 1975.
INSTITUTION	Los Angeles City Coll., Calif.
PUB DATE	75
NOTE	61p.
EDRS PRICE	MF-$0.76 HC-$3.32 Plus Postage
DESCRIPTORS	Associate Degrees; *College Credits; Credit No Credit Grading; *Degree Requirements; Equivalency Tests; *Grades (Scholastic); *Junior Colleges; *Manuals; Veterans Education

ABSTRACT

This manual lists regulations and practices governing credit procedures at Los Angeles City College (California). Grading practices and record updating procedures are covered, including credit by examination, credit/no credit grading, credit on early military withdrawal, course repetition, course duplication, incompletes, and credit transfer. The manual prescribes methods of determining accreditation for military service, external examination, and coursework attempted at accredited and nonaccredited institutions. Current Los Angeles City College policy regarding probation, disqualification, and readmission is given, and graduation requirements are outlined, including regulations covering multiple degrees and graduation honors. Finally, certification procedures for completion of State University and College requirements in general education are given, including classification lists for courses in the college's curriculum. (NHM)

****
* Documents acquired by ERIC include many informal unpublished *
* materials not available from other sources. ERIC makes every effort *
* to obtain the best copy available. nevertheless, items of marginal *
* reproducibility are often encountered and this affects the quality *
* of the microfiche and hardcopy reproductions ERIC makes available *
* via the ERIC Document Reproduction Service (EDRS). EDRS is not *
* responsible for the quality of the original document. Reproductions *
* supplied by EDRS are the best that can be made from the original. *
****

LOS ANGELES CITY COLLEGE
CREDIT MANUAL

Revision, Spring 1975

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

ED11449

CONTENTS

I. Grade and Credit Records

A-1. General Principles
B-1. Current Grading Practices
C-1. Past Grading Practices and Procedures for Updating Records
D. Units Earned at Los Angeles City College
1. Summary
2. Bases for Unit Credit
3. Credit upon Early Military Withdrawal
4. Credit by Examination
5. Credit/No Credit Grading
E. Alterations on the Permanent Record Card
1. Summary
2. Course Repetition
3. Removal of Incompletes
4. Reduction in Units where Course Credit Has Been Duplicated
5. Change of Penalty Grade to W because of Military Withdrawal
F. Credit Reports Sent to Other Institutions
1. Summary
2. Transferability of Semi-Professional Courses Taken before 1943
3. Courses Certified for Baccalaureate Credit
4. Credit Earned by High School Students Attending on Special Status

II. Evaluation of Incoming Records

A-1. Summary: Credit Granted on Incoming Records
B-1. Requirement of Transcripts of Previous Work Attempted
C. Granting Credit from Accredited and Non-Accredited Institutions
1. Determining Accreditation
2. Establishing Acceptability of Work from Non-Accredited Schools
D-1. Credit for Military Service
E-1. Credit by External Examination

III. Probation, Disqualification, Readmission
A-1. Summary
B-1. Current Practice at Los Angeles City College

JC 750 467

IV. Graduation

A-1. Summary: Granting the A.A. Degree
B-1. "New" Graduation Requirements Classified as to Source
C. Summary: Requirements for the "New" A.A. Degree
1. General Education
2. Major
D. Former Requirements for Graduation
1. Summary: Differences between the "New" and "Old" Requirements
2. Historical Notes
E-1. Summary: Graduation with Less than a 2.0 Average
F-1. Multiple Degrees
G-1. Honors at Graduation

V. General Education Certification for the California State University and Colleges

A-1. Summary
B. Historical Notes
1. Courses Added
2. Courses Deleted
3. Courses Reclassified
4. Courses with Changed Names or Numbers
5. Alternative Courses
6. Certification List Effective Spring 1970
7. Certification List Effective Summer 1971
8. Certification List Effective Spring 1974

VI. Procedures for Updating Credit Manual and Evaluators' Procedural Manual

VII. Index

1. Where they exist, practices which have been standardized on the national, state, or district level should be followed.

2. Practices seem to be followed by other institutions, as shown on incoming transcripts, should be honored on those records without modification.

3. In making decisions regarding individual records, disposition should be made in such a way as to alleviate undue hardship brought about by standardized or changed practices.

4. Where the situation is an unusual one with no precedents established, procedures should again be followed which would prevent undue hardship for the student. The possibility of petitions made to the Assistant Dean of Admissions or to the appropriate Department Chairman should be held in mind.

Grading and Grade-Point System

A	Excellent	4 grade points per unit attempted
B	Good	3 grade points per unit attempted
C	Average	2 grade points per unit attempted
D	Passing	1 grade point per unit attempted
F	Failure	0 grade points per unit attempted
INC	Incomplete	Not considered in grade-point calculation
W	Withdrawn without penalty	Not considered in grade-point calculation
CR	Ungraded units	Not considered in grade-point calculation
NCR	No units earned	Not considered in grade-point calculation

Dates at Which Grades May Be Assigned

A, B, C, D, F, INC: At end of semester or summer session

W: Semester -- from beginning of 6th week to end of 11th week
~~6-week Summer session -- from beginning of 4th week to end of~~ 5th week
Or subsequently, by petition or by instructor action

CR/NCR: At end of the term; petition for grading on this basis to be filed by the student during the 10th week of the semester or the 3rd week of the summer session

Military Service CR: Upon proof of at least 181 days of military service

Procedures in Posting Grades on Permanent Record Cards
(Effective March, 1974)

"Julian calendar" days		
Semester	Summer	
1-15	1-6	Enrollment discontinued.....No record
16-25	7-15	Enrollment in all classes discontinued....."No work completed"
16-25	8-15	Single Class(es) dropped.....No record
26-55	16-25	Enrollment in any or all classes discontinued....."W" grades
56-99	26-30	Enrollment continued or discontinued (No official withdrawals except by petition).....Appropriate letter grade (including "W") as assigned by instructor

Discontinued Grades

Disc. Sept. 1957: UW...Dropped for non-attendance
Sept. 1964: WU...Dropped for non-attendance
Sept. 1968: WF...Failing at time of withdrawal or dropped for non-attendance
Feb. 1974: ADT..Adult classification; no credit, no unit charge in grade-point calculation

Updating Practices. Grade-point penalties for UW and WU are removed and grade-point total recalulated whenever a record containing them is reviewed. WF is similarly to be removed upon student request for review or evaluation of records; the procedure is to include Physical Education activity grades. (See also I E-1.)

Grade-point System

Between September 1941 and September 1957, a grade-point deduction was not entered for F grades.

In September 1957 the grade-point system was changed from a 3-point system to a 4-point system.

Method of converting 3-point to 4-point calculations: the total number of units attempted is added to the existing grade-point total, thus assuring a simple step-up of one full grade point without further computation.

Treatment of INC Grades

Until July 1, 1975, INC grades will have been treated the same as F grades until replaced by a letter grade. However, calculations made after that time will not include INC in the grade-point calculation. Whenever a grade-point calculation is made thereafter in the process of reviewing records, the courses graded INC are to be disregarded.

Treatment of Repeated Courses

These policies apply only to courses not designated as repeatable for credit.

Sept. 1929 - July 1956: Grades earned in repeats of courses originally graded F, D, WF, and INC were not charged; the second letter grade was bracketed and not computed in semester totals.

July 1956 - Feb. 1972: All grades for repeated courses were charged in grade-point computation; unit credit was granted only the first time earned.

Beginning Oct. 1961: INC grades could be deleted through course repetition.

Beginning Feb. 1972: Grades of C or better in courses repeated where the first grade was D, WF, F, INC, CR, NCR, or ADT may be substituted to a limit of 12 units. Such allowances may be applied retroactively to earlier records.

Miscellaneous Changes

The practice of adding grade points for assembly attendance and subtracting them for non-attendance, long since discontinued, is disregarded in all present-day evaluations.

Supersedes M 399,400,453

Types of Credit

In general, unit credit may be course credit, subject credit, or general credit (see also IIA-1).

Credit earned at Los Angeles City College is course credit, with the exception of credit granted upon early military withdrawal, which may be course credit or general credit (see ID-3).

Course credit, expressed in semester units, is granted for completing L.A.C.C. courses with a passing grade, or for passing a subject examination administered by a Department Chairman or by his designated representative over the subject matter of a course cataloged by L.A.C.C. (see ID-4).

Number of Units Earned

The units earned are normally the numbers indicated in the course description of the current catalog. However, occasional exceptions for a given course or class section may be made by administrative action, pending the publication of the next edition of the catalog.

In no case should the number of units granted exceed the maximum indicated by the unified course number listing issued by the District offices. In isolated instances, a particular class section, because it meets less often than the catalog description indicates, may be assigned fewer units than the catalog assigns.

The catalog notation of unit credit for repeatable courses indicates the number of times that credit may be earned; courses not so described may ordinarily be taken only once for credit. Exceptions for specific courses or semesters are made by administrative action.

Certain courses overlap others completely or partially, as indicated in the catalog course description or in the listings issued by the District offices. In case two or more courses of such types appear on the record, the evaluator indicates reduction or deletion of units as appropriate (see IE-4).

Calculation of Grade-Point Average

Credit used in calculating the grade-point average must be letter-graded for course study from L.A.C.C. or other accredited collegiate institution.

Continued.....

Calculation of Grade-Point Average, continued

Disregarded in computing grade-point average are:
- Credit for military service
- Credit granted by petition
- Credit granted by CR/NCR-graded courses (Pass/Fail on some incoming transcripts)
- Credit by examination
- Credit for Advanced Placement Tests or for those taken under the College Level Examination Program
- Grades or units slashed by credit clerks in reviewing records (see IE-1).

Supersedes M 441-1

Credit earned by course work or by course examination at Los Angeles City College is recorded in semester units.

By provisions 25518.5 and -.6 of the State Education Code and of Section S55201(e) of the State Administrative Code, one semester unit is based on approximately one hour of lecture and/or class discussion, or three hours of study or laboratory work, weekly for at least sixteen weeks. An equivalent number of hours is required to grant Summer Session credit, or credit for any session lasting less than 16 weeks.

Credit by examination is an alternative also provided for by Section 25518.6 of the State Education Code and by Title 5, Section 131.7(e).

Cooperative Education units are earned on the basis of hours worked weekly: 5-9 hours for 1 unit, 10-14 hours for 2 units, 15-19 hours for 3 units, and 20 or more hours for 4 units. Regular attendance at a weekly meeting with a faculty coordinator is also required. A maximum of 4 units is set for any semester, with a total of 16 units for any combination of work experience and cooperative education units set as a limit under State Education Code Section 190.5. Summer Session equivalencies are also established.

For unit credit upon withdrawal for military service, see ID-3.

During a regular semester, students who withdraw from L.A.C.C. in order to enter military service may request credit for their work in progress.

Such requests are acceptable between the beginning of the sixth and the end of the twentieth week, and must be filed within two weeks after the last day of attendance and no earlier than two weeks before date of entry into service.

Instructors are requested to report grades earned to date. Courses graded C or better grant proportional credit if withdrawal occurs during the sixth through the fourteenth week, and full letter graded credit or earned penalty grade for withdrawal thereafter.

Such grades are recorded on the student's record upon verification of completion of at least 90 days of military service.

Partly supersedes M 358-1, but see for details of unit credit.

The following policy and procedures comply with regulations of the State and of the District; see Title 5, Section 131.7(e). The granting of such credit is governed by the following rules and regulations:

Determination of Eligibility to Take the Examination

The student must be currently registered in Los Angeles City College for at least 6 units, in good standing with a minimum grade point average of 2.0 in any work attempted at the college.

The course for which credit is requested must be listed in the college catalog.

The student must have on file in the Admissions Office all official transcripts of other colleges attended.

The student may petition to take an examination for course credit if:

1. He is eligible to take such a course for credit under existing regulations of the college.
2. A course has not been completed, or in process, which is more avanced than the course for which credit is requested. This limitation may be waived at the discretion of the department chairman.

Credit, if earned in this manner, will be recorded on the record when it is verified that at least 6 units of classroom work have been completed during that semester.

Maximum Credit Allowable

By District ruling, the maximum number of units creditable by examination toward the Associate Degree shall be 30. The maximum allowable by departmental examination at Los Angeles City College is 15 units. The maximum allowable toward a Certificate shall not exceed 1/4 of the total number of units required for the Certificate. Credit by examination transferred from other institutions, as well as for AP and CLEP tests wherever taken, is counted toward the 30-unit maximum.

Limitations

Petitions for credit by examination shall be processed, and examinations administered, only when a regular semester is in session. This requirement may be waived at the discretion of the appropriate administrator.

Credits acquired by examination are not applicable to the meeting of such unit load requirements as selective service deferment, veterans' or social security benefits, scholastic honors or the graduation residence requirement.

Recording of Credit

If a student passes the examination, the course shall be posted on his cumulative record, indicating "credit by exam" in the "Grade" column. Units shall be entered but shall not be considered in computing the grade-point average.

The number of units of credit recorded for any course may not exceed those listed in the college catalog.

Departmental Function

The department offering the course in question shall:

1. Determine to its satisfaction that the student has the educational background and/or experience equivalent to that of students completing the course.
2. Determine the type of examination to be given.

Replaces M 434-1

Policy Restriction

This policy applies to students wishing to earn CR on an individual basis, and does not apply to courses or classes in which all students are evaluated on a CR/NCR basis.

Policy

Effective with the fall semester 1969, students may enroll for a maximum of six units in one college year including summer session, towards a maximum of fifteen credits acceptable for graduation. Beginning summer 1971, a limit was set of one course per session.

Only courses listed in the current L.A.C.C. catalog as acceptable on a CR/NCR basis may be so used.

After Admissions Office acceptance of a student petition to take a course for CR/NCR, the action may not be rescinded during the term.

The 15 units of acceptable CR/NCR grades includes any transfer credit for classroom work graded as CR or P.

All CR/NCR graded courses shall be disregarded in computing a grade-point average.

Petitions

Students should file petitions at the Admissions Office window during the tenth week of the semester or the third week of a summer session.

Petitions are accepted only for classes in which students are currently enrolled.

Grades

The instructor reports the course grade as usual. Prior to September 14, 1975, any grade of D or better will be recorded as CR; after that date, a District policy that CR will be granted for a grade of C or better becomes effective.

Except by petition approved by the Assistant Dean of Admissions and by the instructor in hardship cases, the grade may not revert to a letter grade.

Alterations and notations may be made only by a credit clerk or by a clerk in the Processing and Index Unit of the Admissions Office who is so authorized.

Unit credit, once earned, will not be removed.

Grades and units, once recorded, are not erased or illegibly changed; where authorized alterations must be made, a slash line or parentheses are used, with referrals to changes elsewhere on the record.

The usual circumstances calling for record alterations involving slashes are:

Grade change by instructor action, including removal of INC
Updating of treatment of INC, UW, WU and WF (see IC-1)
Application of the repeat policy (see IE-2)
Grade change from INC to W (see IE-3)
Grade change to W because of proven withdrawal for military service (see IE-5)
Removal of previous grades earned in English 21 (when it was offered) under the policy allowing its repetition when the previous grade was C or less in order to qualify for English 1.

The usual circumstances calling for record alterations involving parentheses are those calling attention to the need for disregarding or reducing units previously recorded, as in:

Unauthorized course repetition
Complete or partial duplication of subject matter
Removal of credit because of transfer of a course to a high school or adult school to apply towards a high school diploma (see IF-1 and IF-4)

Where grade points were orginally calculated on the 3-point system, conversion to the 4-point system is performed as necessary by adding total units attempted to total grade points earned.

Since regular review of all records by the credit clerks does not at present take place, the above alterations are usually made when records are pulled in order to issue transcripts, or when they are reviewed after student petition, either for graduation or for specific grade changes.

Limitations

This policy became effective February 1972 (see IC-1)

The policy applies to courses repeated at L.A.C.C. even though the original enrollment may have occurred at another L.A.C.C.D. college. A course repeated at any college other than L.A.C.C. is not covered by this policy.

Note: Non-sister colleges do not come under the repeat policy at all, unless it is obvious that they apply the policy themselves. In that case, the transcripts are evaluated as received. If, however, a transcript was evaluated prior to February 1972 and a more liberal policy was used, the evaluation does not have to change.

This policy does not apply to courses for which repetition is authorized in the L.A.C.C. catalog. However, with the exception of Physical Education activities and certain specifically exempted courses such as Psychology 9 and Education 70, repeatable courses may not be taken twice for credit within the same semester.

For the purposes of this policy, CR will be interpreted as "D". This interpretation in no way affects CR/NCR limits.

Extensions

Courses which are considered overlapping come under the repeat policy (see IE-4). When a student has received an F in an overlapping course for which he could only have earned partial credit, he is penalized only for the earnable units.

Policy

Unit credit once earned will not be removed. In no case will units be awarded more than once for a given course, except where repetition is authorized by the catalog. A grade once entered on the official records remains a permanent part thereof, and a repeated course is recorded also. Grades superseded through repetitions, as well as units invalidated by repetition under this policy, will be marked out by a slash (see IE-1).

Courses deleted under this policy may total no more than twelve units. All units attempted, grades, and grade points thereafter recorded will be computed.

Note: Where the final course repetition brings the total number of units repeated to twelve and over, the surplus units may come under the twelve-unit repeat policy.

continued.....

Courses wherein grades of D, F, CR/NCR or ADT have been received are repeatable to the limit of twelve units. Only the subsequent grades, units, and grade points will be computed. A grade of F or INC may be replaced by CR on repetition.

Note: Prior to July 1, 1956, a student was not charged with any repeat of courses originally graded D, F, WF, WU, or INC. New grade points were added as earned, but attempted units in the repeated courses were not added into the total.

Effective July 1, 1975, the grade of INC will not be included in grade-point calculation. It will therefore not be included in the twelve-unit limit described above, even when replaced by a CR or letter grade.

Where a course not designated as repeatable has been completed with a grade of A, B or C and is later found to have been repeated with a lower grade, the original grade and units will be computed and the subsequent grade and units disregarded in grade-point calculation. Such units will be subject to inclusion in the 12-unit maximum.

Note: When it was offered, English 21 grades of B or A could replace a grade of C or less. At present, all courses in the English 61-66 series may be repeated at will without penalty, although credit for any one course may be earned only once. These remedial English courses, including English 21, may be treated in any combination in the same way as the application of the repeat policies above if such action is to the benefit of the student. Such repetition does not come under the twelve-unit limit.

If a course originally taken at L.A.C.C. with a grade of C or better is repeated at a sister college within the L.A.C.C.D. and a lower grade is earned on the repeat, the higher grade will not be removed from the L.A.C.C. transcript.

Supersedes M 453, 455

The grade of INC may be changed in any one of three ways:

1. The missing documents or work (term paper, quizzes, projects, final examination) may be "made up" without re-enrollment in the same subject during the semester following the one in which the INC was assigned. Upon instructor notification, the INC is slashed and a notation is made at another line on the Permanent Record Card showing the final grade, with semester units and grade-point totals revised.

2. The student may re-enroll in the same subject and remain in it until its completion. The final grade, if a D or better, will be substituted for the original INC grade, or for a W replacing such an INC, without being counted as part of the 12-unit allowable maximum in the "Repeat" policy.

3. If the subject is not completed in either of the above ways during the semester following the one in which the INC was assigned, the credit clerks will slash the grade and make a notation on the permanent Record Card that the grade is "W", on the following occasions:

   a. Upon general student petition
   b. Upon graduation petition
   c. During review of records to check on scholastic standing
   d. Upon noting that such an INC is on the record when sending a transcript to another institution

Supersedes M 302,455

Where upon evaluation a course taken at L.A.C.C. is seen to duplicate in subject-matter and units some course work taken previously outside the L.A.C.C.D., the more recent course units are disregarded. If the second course earned more units, the extra units and grade points are granted.

There are certain courses offered within the L.A.C.C.D. which are duplicates with different departmental designations. Such courses are listed in publications of the central offices of the District as applicable to all campuses. Where two or more courses are duplicates offered at L.A.C.C., the catalog so states ("credit allowed for only one of....."). Where found on a student's record, such duplications taken anywhere within the L.A.C.C.D. are treated the same way as for repeated courses (see IE-2).

Note: During the period September 1973 to June 1975, there has been a temporary suspension in the duplication policy as applied to:

History 11	History 12 or 13
Afro-American Studies 4	Afro-American Studies 5
Mexican-American Studies 7	Mexican-American Studies 8

After June 1975, these courses will again be considered duplicates.

Where the L.A.C.C. catalog states "A maximum of ___ units may be earned for any combination of.....", suitable modifications of the unit and grade-point totals are made when such overlaps appear on a record.

If a student has received penalty grades because he neglected to check out of school officially when entering military service, these grades may be changed to W, on petition. To qualify for such changes of grade, the student must present proof of entry into military service, as shown on separation papers. If the date of entry into military service is within two weeks of the unauthorized withdrawal or exclusion shown on the study list, a petition may be accepted and processed.

Supersedes M 171-1

F-1 Summary: Credit Reports Sent to Other Institutions

Official transcripts of L.A.C.C. permanent records are made and sent to institutions and agencies upon the student's signed request. No fee is charged for the first two of such transcripts. Date and recipient are noted on the Permanent Record Card.

Unofficial copies for faculty and/or student use may also be made. If produced by the Transcript Section, these are also noted on the Permanent Record Card. Such copies must be marked "unofficial."

Copies of transcripts received from other institutions are not made, either for student use or for transmittal to other institutions.

Release of personal information or transcript records are governed by the Family Educational Rights and Privacy Act (Section 438 P.L. 93-380), effective November, 1974.

Inquiries regarding the transferability of L.A.C.C. courses must occasionally be answered. A section of this manual is included to detail the policy regarding transferability of courses numbered 50 and above when they were considered semi-professional (see IF-2). Current policy on transferability of courses is also summarized (see IF-3).

Where upon student request the credit for an L.A.C.C. course or courses is to be transferred to an adult school to be used towards a high-school diploma, the evaluator indicates by parentheses the policy of the State Education Code that the credit so transferred may not also be used towards the A.A. Degree (see IE-1).

Subsequent entries in this section give regulations and procedures regarding units earned by high-school students.

Supersedes M 243-1

I. GRADE AND CREDIT RECORDS

F-2 Transferability of Semi-Professional Courses Taken before 1943

From its beginning in 1929 until 1943, L.A.C.C. offered courses on two tracks: certificate, numbered 1-49, and semi-professional, numbered 50 and above.

L.A.C.C. evaluators count every course, grade, and unit towards graduation.

Occasionally another institution requests an evaluation of these old records. Our response is that the University of California has a policy of accepting for subject and unit credit those semi-professional courses which had a certificate equivalent and in which A's and B's were earned, of accepting for elective credit those graded A or B with no equivalent certificate courses. The Evaluation Unit keeps a list of the equivalent courses from that period.

Supersedes M 411

Pursuant to Executive Order 167, issued by the Chancellor of the California State University and Colleges, the L.A.C.C.D. classifies its courses in the following categories:

B : Baccalaureate courses
OB: Occupational-Baccalaureate courses
O : Occupational, non-transfer courses
PD: Remedial or high school level courses, non-transferable

While all campuses of the C.S.U.C. System accept all courses designated B or OB both for admission and graduation credit, other institutions such as the University of California and the University of Southern California accept only those courses which on evaluation become included in articulation agreements entered into with the L.A.C.C.D.

Beginning with the L.A.C.C. catalog for 1974-75, the courses designated in the two Baccalaureate categories are so indicated, as well as those transferable to the University of California. Where included in the articulation agreements, such courses are also designated as acceptable in lieu of specific U.C.L.A. and/or C.S.U.L.A. courses.

In general, lists of Baccalaureate-acceptable courses are updated annually. When the classification of a course has been changed, its new status becomes effective September 1 of that year and must be taken subsequent to that date in order to be classified in that status. Courses newly offered are acceptable under the designated classification as soon as the State University campuses are notified by the District.

Credit for Veysey-Bill Students

Credit for eleventh- and twelfth-grade students enrolled in courses classified as vocational at L.A.C.C. come under the provisions of State Education Code Section 25513 (the Veysey Bill).

Credit and grades for such courses are to be sent to the school of the student's origin, to be used toward his/her high school diploma. (see JE-1).

Enrollment for these students and notification of the Office of Admissions and Records of the need for credit transfer are coordinated by a faculty member appointed by the President or Dean of Instruction. (see IE-1).

Credit for High-School Honors Students

Under provisions of State Education Code Sections 6401-3 and 25503.5 and -.6, eleventh- and twelfth-grade students may attend L.A.C.C. as special part-time students during the regular semester and as full-time summer students. A unit maximum of 6 per semester is to be observed.

Application and enrollment of such students is under the supervision of a coordinator designated for the purpose, who verifies the high school principal's recommendation. Withdrawals should also be channeled through the coordinator, so that communication with the high school may be maintained.

Units and grades earned are recorded on permanent records, and transcripts issued, in the usual manner.

Occasionally, on individual request from the high school, units so earned are transferred to the high school for credit towards the diploma.

The general principle is followed that, as far as possible, incoming records and grades are treated according to the regulations of the originating institution.

Credit may be granted in any of several categories. A classification as applied at L.A.C.C. is as follows:

Type of credit	Unit credit	Grade-point computation	How utilized
Course	Grants unit credit	Grades used in grade-point computation, except as noted below	May be used, as appropriate, to satisfy graduation requirements in general education, majors, or as elective units; or towards departmental career education certificates
Subject	May or may not grant unit credit	If letter-graded, may be used in grade-point computation	Most frequently used for general education or electives, but if appropriate may be used in any of the ways listed above
General	Grants unit credit	Not included in grade-point computation	May be used only as elective credit towards the 60-64 unit graduation requirement

All courses transferred from accredited collegiate institutions, except for courses in religion from sectarian colleges, grant either course or subject credit. Such a course, if essentially like one in the L.A.C.C. catalog, will be granted course credit and in every way will be treated as if it had been taken on the L.A.C.C. campus. Items granted course credit are scrutinized for possible duplication in later work taken at L.A.C.C. Subject credit may be granted those courses from accredited schools which are not comparable to those in the L.A.C.C. catalog. Units and grades for all courses from accredited colleges are included in unit totals and grade-point calculations. Means for determining the accreditation of a college are on IIC-1.

Units and grade points, if taken on the quarter system, are recalculated to conform to semester-system calculations. Grade points calculated on the 3-point system are recalculated on the 4-point system (see IC-1).

Credit granted by petition, including credit for course work taken at non-accredited institutions, may grant subject or course credit as appropriate. (see IIC-1).

Courses graded CR or P, as well as courses given credit by examination, while granting unit credit if acceptable, are not included in grade point calculations. For further details, see IIE-1.

continued.....

Subject credit without units may be granted where statutory requirements, such as those in health or in California state and local government, have been satisfied by non-standard means so that proof of knowledge is provided. Where sufficient units may otherwise exist, such credit may be used in the major towards completion of prerequisites or graduation requirements, or towards a departmental career education certificate.

General credit grants units, but does not assign them to a particular subject or department. Such units may be used as electives towards graduation. General credit is principally used upon withdrawal for, or return from, military service (see ID-3 and IID-1).

Honors at Graduation, as well as the Deans' Honor List, are based only on courses taken at L.A.C.C., except that grade-point deficiencies carried over from transfer institutions are included in calculating for Honors at Graduation.

Supersedes M 125

II. EVALUATION OF INCOMING RECORDS

B-1 Requirement of Transcripts of Previous College Work Attempted

For any evaluation purpose, an incoming college transcript must be an official copy, either mailed directly or hand-carried in a suitably sealed envelope.

At present, transcripts of previous course work completed elsewhere are not required for admission to L.A.C.C., and hence need not be evaluated before notification of admissibility. They are required only for evaluation of progress towards a departmental certificate or towards graduation, or in some cases for certification of completion of general education requirements of the California State University and Colleges.

However, upon receipt of a transcript from an accredited college for a currently enrolled student, a preliminary evaluation is made and noted, together with the date of last college work completed, on the application and also on the Permanent Record Card if one has been made up at that time.

Supersedes M 368

An accredited college is a United States institution, including any correspondence school associated with it and any credited work offered on its overseas campuses, which is accredited by a recognized regional accrediting association. A few American-type overseas colleges are included in such listings.

The accredited schools are ordinarily listed in the annual Report of Credit Given by Educational Institutions, issued by the American Association of Collegiate Registrars and Admissions Officers, as "A", or as "B" with an exponent indicating acceptablility in California. California institutions of this type would be labeled B^1, B^2, or B^3. Date of first accreditation is also presented.

In some cases, a student record is presented which includes work taken at a college both before and after accreditation. In such cases, work taken continuously from before accreditation through the accredited period will be accepted if this procedure is to the benefit of the student. Generally, if the work was taken in its entirety shortly before accreditation, it is not accepted; however, in this situation a petition may be presented to an administrator of Admissions and Records.

USAFI courses, credited in semester or quarter units, are fully acceptable, even though they may not have been given under the auspices of accredited colleges. These are usually correspondence courses of college level and credit. Credit for individual and group study may also be allowed, providing the minimum score recommended as passing in the booklet Opportunities for Educational and Vocational Advancement, issued by the Commission on Accreditation of Service Experiences of the A.C.E., has been achieved. However, in evaluating such service study records, grades of INC and F are disregarded.

Supersedes M 266-2

Non-accredited colleges include all United States schools not coming under the definition given in IIC-1, including those whose programs are essentially technical or professional in nature (except Los Angeles Trade-Technical College) and military service schools.

Determination of Acceptable Work from Non-Accredited Institutions in the United States. When a student files a petition for graduation, having completed or in progress at least 30 units with a C average in accredited colleges, he/she may submit transcripts of work taken at essentially technical or professional schools, including military service schools. The transcripts must show subjects, grades, and, if necessary, length and content of the course. For work of C level or better, if the appropriate department chairman so decides, unit and course or subject credit may be granted.

The maximum of such credit is 15 units, except for a limit of 30 units for Nursing and Allied Health programs.

Correspondence courses from non-accredited schools are not acceptable.

Petitions for credit for courses of the American Institute of Banking, even when not taken as college courses cataloged by or acceptable to L.A.C.C., are evaluated on an individual basis by the Assistant Dean of Admissions, in consultation with the department chairmen concerned.

Determination of Acceptable Work from Foreign Institutions. Units and grades of courses taken in foreign colleges and universities may be accepted without limit, except for the 12-unit residency requirement, if they are adjudged acceptable to the University of California by the Credentials Evaluation Service, Inc. Inferior work does not have to be included, and only work needed to complete graduation requirements need be noted on the Permanent Record Card.

Supersedes M 299-1, 335-3

Effective July 1, 1974, a maximum of six units may be given for military service. These units may be assigned as general elective units, or if to the student's advantage may be given the following course or subject designations:

Health 10	Health Education	2 units
Health 12	Safety Education and First Aid	2 units
	Physical Education Activity	2 units

If he/she meets the following requirements, the student may petition for military service credit:

Has completed a minimum of 12 units in residence
Is currently enrolled
Has served a minimum of 181 days in the armed services
Presents Honorable Discharge papers (form DD214) with petition
Has not received 6 units or more of military credit elsewhere

Supersedes M 299-1, 457

Note. For policies concerning credit by examinations given by L.A.C.C departments, and for credit by examination as recorded on incoming transcripts from accredited institutions, refer to ID-4 and IIA-1a.

Credit by Advanced Placement Examination. A.P. Examinations are usually taken at the close of a course in the high school. Currently enrolled students at L.A.C.C. are eligible to petition for course or subject credit if the A.P. Examination scores are graded 3, 4, or 5. An official report from the examining agency is required, but not a copy of the essay. The department chairman determines L.A.C.C. subject or course equivalency for such scores. Credit for these examinations, if granted, is not included in the 15-unit maximum applicable to credit by examination taken at L.A.C.C.

Credit through the College Level Examination Program. CLEP tests may be taken before or during L.A.C.C. enrollment. A currently enrolled student who has a 2.0 grade-point average or better may petition for credit for any approved test with a score at or higher than the 50th centile. Assignment of specific tests to subject or course credit, and toward general education, majors, or elective classification, is performed according to established college policy as given in the current L.A.C.C. catalog. If a department chairman designates a specific CLEP test which is not currently on the acceptable list in order to grant course credit by examination, such test will be treated like any examination given on campus to establish credit.

Credit for the English Equivalency Examination. Where a "Pass" has been submitted on the English Equivalency Examination, given annually on the campuses of the California State University and Colleges, upon petition the English Department will grant credit for one or more English courses.

Credit for USAFI Courses by Examination. In cases of students enrolled in the L.A.C.C. Overseas Campus program who cannot easily avail themselves of our credit-by-examination procedures, credit for USAFI courses completed by examination may be granted by the Overseas Coordinator in consultation with the appropriate department chairman.

Maximum Credit Allowable. The maximum number of units creditable by examination shall be 30. Credit by Advanced Placement Examination and by tests in the College Level Examination Program (including the English Equivalency Examination) are to be included in such calculations.

Supersedes M 450-1, 456

Academic probation is a status in which the student may be subject to dismissal at the end of any semester in which grade average or number of units completed falls short of the standards set by the college or by the district. Such a status is in contrast to that of being "in good standing."

Note. The following standards are in accord with L.A.C.C.D. Board Rules 8200-8202.

Probation at entrance may be one or both of the following types:

Technical probation of students who are not graduates of accredited United States or Canadian high schools, or who have not received the equivalent of the high school diploma through satisfactory scores on the Test of General Educational Development.

Although this status may under L.A.C.C.D. Board rules also be assigned to entering students with low Guidance Examination scores or with unsatisfactory high school records, it is not at present so used at L.A.C.C.

Scholastic probation of transfer students at entrance; see below.

Scholastic probation is incurred after 12 or more units of work attempted on any campus, if one or more of the following applies:

Low grade-point average: the semester or total grade-point average of L.A.C.C. work is less than 2.0.

Low transfer grade-point average: the transferred units show a grade-point deficiency not yet made up by grades at L.A.C.C.

Non-completion of courses (readmission on probation): the student has been readmitted subsequent to disqualification but has not meanwhile made up grade-point deficiencies at any other accredited institution.

Withdrawn units: the total number of "W" units exceeds the total number of units completed.

Continued academic probation exists whenever the student has maintained a 2.0 average or higher in one or more semesters of work without yet bringing the overall average to 2.0. Upon judgment of the Scholarship Standards Committee, students who are making significant scholastic improvement but who are not currently achieving a 2.0 average may also be allowed continued enrollment on probation. Students on probation because of W's are on continued probation if they have finished the previous semester with more units completed than withdrawn, but they still have more W's overall than units completed.

Removal from academic probation takes place when a student has overcome a grade-point or withdrawal deficiency.

Continued.....

Academic disqualification may take place at the end of any semester in which a student already on academic probation fails to make up his/her deficiency.

Notices of disqualification in the above circumstances must be sent by the Office of Admissions and Records or distributed by another campus agency authorized by the President.

Admission of students disqualified by any L.A.C.C.D. college must be denied for at least one semester's time.

Upon written petition, readmission after academic disqualification may be considered by faculty acting for the Scholarship Standards Committee. Readmission may be granted, denied, or postponed, subject to fulfillment of conditions set by the committee.

Scholastic status of graduates. Graduates still enrolled at L.A.C.C. are governed by the same regulations as other students.

Scholastic status and interrupted attendance. A student's scholastic status is unaffected by interruption of attendance. If the student's most recent work cleared a scholastic deficiency, his/her reentrance is in good standing; if a scholastic deficiency has been incurred and/or has not been cleared by intervening course work at another college, the student is on probation at reentrance.

A student is in good standing when his/her grade-point average, both overall and in the previous semester's work, has a grade-point average of 2.0 or higher, and he/she has not incurred probationary status through excess withdrawals.

Supersedes M 441-1

Graduation is designated as of the end of each regular semester; students completing degree requirements during a summer session are considered to be members of the fall graduating class.

Graduation ceremonies take place annually in June and diplomas are mailed in late summer, after final eligibility checks have been completed.

The diploma grants the Associate in Arts Degree without designation of course or major.

Graduation petitions are filed during one period each semester, set and publicized in advance. Students petitioning during one semester may be considered for graduation no sooner than the following semester. A student is graduated as of the graduation date to which the graduation period has been assigned on the petition, or as soon thereafter as the requirements have been met; however, the graduation date may be advanced if evaluation procedures are thereby facilitated. A graduation petition, once accepted, need not be resubmitted as long as the student remains in attendance. To file a graduation petition, a student must be in attendance or must have last attended L.A.C.C. within the previous three years.

An evaluation for graduation takes into consideration the established rules governing makeup grades, repeated courses, overlapping courses, the "forgiveness clause," and satisfaction of residence, statutory, general education, major, grade, and unit requirements. All accredited transfer work is accepted at face value and a prospective graduate in attendance may overcome a previous grade-point deficiency at L.A.C.C. or elsewhere with a more recently transferred grade-point surplus.

Credit from non-accredited schools and the American Institute of Banking must be evaluated by the appropriate department chairman and verified by the Assistant Dean of Admissions (see IIC-2). An exception is made for overseas students, whose non-accredited work will be evaluated by the Overseas Coordinator.

Before the beginning of the semester following the filing of a graduation petition, the evaluators summarize progress toward completion of requirements and notify petitioners by mail of their status and deficiencies. Those eligible to choose between the "old" and "new" sets of requirements are evaluated on the one most advantageous to the student.

If the graduation petition indicates that the student expects to transfer to a California State University/College campus, the evaluator will also begin the process of checking for certification of the C.S.U.C. general education (see Section V).

Supersedes M 371-1, 409, 441-1

At present, since transfer students applying for admission to L.A.C.C. are not required to submit transcripts of work completed, the condition of scholastic probation at entrance does not exist. The only notification of overall grade-point deficiency takes place when the Evaluation Unit sends the summary of progress towards graduation to the student who has filed a graduation petition.

Likewise, the regular review of scholastic standing of all enrolled students by the evaluators has been suspended. Recently, the only check on academic probation has been that conducted by the counseling staff at mid-year, when students on probation because of poor grades the previous spring semester have been required to submit preliminary grade reports from the instructors of their current fall classes before release or denial of their permits to reenroll for the following term. When denied permission to continue enrollment under this procedure, no official notification is given, nor is the Permanent Record Card stamped "Disqualified." Such students may reapply for admission at L.A.C.C. following a lapse of one semester without the necessity of petition to the Scholarship Standards Committee.

Mandated by the State Education Code, Sections 51620-51626

Students may choose to graduate under the "old" option if 30 or more units had been completed prior to September 1, 1973.

"Satisfactory completion of requirements" means either CR or a grade-point average of 2.0 or better in 13th and 14th year graded courses "in the curriculum on which the degree is based."

The A.A. is to be based on:
Satisfactory completion of 60-64 units
18 units in a discipline or from related disciplines
15 units of general education, including at least one course from each of these areas:
Natural Science
Social Science
Humanities
Learning Skills, such as oral and written communication, logic, mathematics, statistics

The degree shall be awarded without regard to the length of time actually taken to complete the requirements.

Ethnic courses shall be among the offerings.

Mandated by the L.A.C.C.D. Board

Each college within the district is to determine which of its courses is to fulfill requirements, but is to honor transfer courses which appear on the lists of sister campuses.

Minimum numbers of units, and their distribution among the general education categories, are:
Natural Science....3 units
Social Science.....3-4 units, including one course in Federal, State, and local government
Humanities.....3 units
Learning Skills....3-4 units, including written communication
Health Education...2 units

Physical Education Activity, while no longer required for graduation, is to be required in the program for daytime students under 21 who are enrolled in 9 or more units.

A residence requirement of 12 units taken on the campus awarding the degree is to be included.

Continued.....

L.A.C.C. Requirements

The State code is to be interpreted that units applicable towards the major may not also be used towards general education; the evaluator must look for 15 units of general education plus eighteen units in the major or in related disciplines.

Where non-standard means of satisfying a general education or major requirement has led to the granting of subject credit but not unit credit, the evaluator must look for 15 and/or 18 units as well as for completion of subject requirements.

The "forgiveness clause" allows the evaluator to disregard courses, units, and grade-point penalties of courses not required by the major or needed to fulfill general education requirements, in cases where excess units are presented. This clause is applicable to anyone graduating under a two-year Career Education major, but is not applicable to two-year Liberal Arts majors or to transfer majors (see IVE-1).

Where the forgiveness clause cannot apply, the evaluator may approve for graduation those two-year Career Education majors who have no more than a four-point grade deficiency. Such exceptions do not apply to students signifying a transfer major (see IVE-1).

In practice, courses taken at any of the L.A.C.C.D. campuses may be included in the twelve units required for residency. However, the last course(s) taken to fulfill the graduation pattern must be taken at L.A.C.C. and graduation petitions are accepted only from students in attendance within the previous three years. These provisions may be petitioned in hardship cases to the Assistant Dean of Admissions.

Fifteen units of work are required, not duplicating units fulfilling the 18-unit minimum for the major. The distribution is to be:

Natural Science.....3 units minimum
Social Science, including U.S. and Calif. state and local government.....3 units minimum
Humanities.....3 units minimum
Written Communication.....3 units minimum
Health Education.....2 units minimum

If the above subject requirements are completed, either by course work or by subject credit, with a total of less than 15 units, additional units must be presented from any area in the general education course list.

Allowable exceptions, as where a 4-quarter-unit transfer course has been presented, are as follows:

Written communication: must be validated by a second course in which written English is specifically involved.
Social science: will require a second course in social science.
Natural science, humanities and health: one course is acceptable to fulfill the requirement.

The Social Science Requirement

At various times, different courses in United States History have covered materials in U.S. Constitution and government and California state and local government (see IVD-2).

Since September 1960 or earlier, the following courses have included the required topics:
Political Science 1
History 6, 11; History 20 included California but not U.S. topics.
As soon as they were catalogued, the following also included them:
History 31, 41
Afro-American Studies 4
Mexican-American Studies 7
Beginning September, 1973, the following included them:
History 5, 12, 13, 15, 20
Beginning February, 1975, the following will also include them:
Afro-American Studies 5
Mexican-American Studies 8

Wherever a one-year sequence involving U.S History has been taken within the District, the entire requirement is considered to have been met.

In hardship cases, the student graduating on the basis of courses taken while in service may be excused by the Overseas Coordinator from theCalifornia State and Local Government portion of the requirement.

continued.....

The principles to be followed in evaluating courses taken in other districts within California, or out of state, are as follows:

A course equivalent to our Afro-American Studies 4, History 11, or Mexican-American Studies 7 may be assumed to include Federal government; if taken in California, it may also be assumed to have included state and local government. If such a course was taken out of state, the student may petition to obtain subject credit by taking the examination in California state and local government.

Any course equivalent to Political Science 1 taken in California may be assumed to cover California state and local government. Such a course outside California meets the Federal government requirements only; the student may petition to take the California State and local government examination. Such an examination, when passed, grants subject credit only.

The Natural Science and Humanities Requirements

Courses presented from other campuses which come from any of the subject fields represented by the courses on the L.A.C.C. list are generally acceptable.

The Requirement in Written Communication

The title of transfer courses in this area will usually indicate similarity to acceptable courses on the L.A.C.C. campus. In some cases (i.e. "Rhetoric") the catalog description will have to be consulted.

The Health Education Requirement

L.A.C.C. courses granting unit credit fulfilling this requirement are:

Health 10, 11
Health 21 or Sociology 21

L.A.C.C. courses granting subject credit but not units toward the 15 required for general education are:

Nursing 1 with 2 (note that subject credit for Nursing 1 may be inferred if only Nursing 2 is recorded)
Dental Hygiene 6 with 10

Upon verification of licensure, registered nurses may be granted subject credit for this requirement.

Military service credit includes course credit for Health 10.

Upon presentation of a letter from the Clerk of the church verifying that the study of Health is in conflict with established religious principles and that the student is a member of that religion, the student may have the requirement waived.

continued.....

Under the "new" requirements, as of July 1974, there are no longer any graduation requirements in Physical Education activity. However, day students under 21 and not exempted are required to enroll in P.E. activity each semester they have more than an 8-unit load. Such students may elect to take an automatic F grade if they are not so enrolled, and this grade will of course be calculated into the grade-point average. Bases for exemption are stated in the catalog.

Supersedes M 339, Part of 419-2

Eighteen units minimum are required, not overlapping the 15 units of general education. These may be presented in one of three patterns:

1. Units needed to fulfill majors prerequisites, or general education requirements beyond the A.A. minimum, in a transfer curriculum.

2. Units listed as requirements in one of the L.A.C.C. Liberal Arts programs.

3. Units listed as requirements in any L.A.C.C. Career Education program.

In rare cases, a student not fulfilling requirements for a two-year major but presenting at least 18 units of transferable courses beyond the minimum needed for general education may be graduated as a transfer major even though not originally petitioning as a transfer student.

Records of students indicating transfer objectives are not checked for progress toward completion of majors prerequisites; such students are referred to the Counseling Center.

By petition to department chairmen, courses related to a given 2-year departmental major but not listed as required may be submitted to complete the 18-unit total.

Except by petition in hardship cases, units in Cooperative Education may not be included in the 18-unit minimum in a Career Education major. Departments must grant permission for Cooperative Education units to be taken in excess of limits set by a particular curriculum; in any event, Cooperative Education units are limited to no more than 16.

D-1 Summary: Differences between "New" and "Old" Requirements

Students petitioning to graduate may choose to be evaluated under the "Old" requirements if they had completed 30 or more units prior to September 1, 1973.

Comparison of minimum requirements is as follows:

Area	New Requirements	Old Requirements
Total units	60-64	60-64
GPA	2.0	2.0
Natural Science	3 units	None required
U.S. History	None required	2 units
U.S. and Calif. Gov't.	Required as part of 3 units in Social Science	2 units
Humanities	3 units	None required
Oral and/or Written Communication	3 units of written communication	6 units
Health Education	2 units	2 units
Physical Education Activity	Not required since July 1, 1974	2 units unless exempt*
Major or transfer Pattern	18 units	20 units

* not required since July 1, 1974

Supersedes M 164

Charging for all units attempted

This procedure began July 1, 1956 (see IC-1 and IE-2).
Evaluations already made on the basis of previous policies will not be changed if one of these old records is now evaluated for graduation.

California State and Local Government

Added to Political Science 1 and 10 beginning September 1952
Added to History 12 in September 1953
Shifted from History 12 to History 11 beginning September 1960
Refer also to IV C-1.

Communications, Written

Secretarial Science 31 was acceptable when it became a 3-unit course in February 1966.

Physical Education Exemption

Until Spring 1962, students were not exempt from the requirement before the age of 25.

Granting a Second A.A. Degree

On January 16, 1974, the Executive Committee of the college granted permission to graduate a student who might already hold an A.A. Degree with a major in another area. The following requirements and procedures apply:

The requirements in effect are those operating at the time of petitioning for the new degree.

Recording on the Permanent Record Card will be essentially in the usual manner.

Granting an A.A. to Holders of the Bachelor's Degree

A student may petition for graduation and may receive the Associate in Arts Degree from L.A.C.C. without regard to the fact that he/she may hold a higher degree from another institution. The following provisions apply:

The requirements in effect for a student holding a previous degree are the same as those for a student who does not hold any degree at time of petitioning.

Courses taken in the higher institution may apply toward the A.A. Degree. Supporting transcripts will be required.

Supersedes M 189-1

Note: The following procedures would be utilized after the application of the repeat policy, if applicable.

Allowable grade-point deficiencies

A candidate for graduation in a two-year Career Education program who shows no more than a 4-point deficiency may be cleared automatically by evaluators; with deficiencies of 5 to 7 grade points, he/she may petition to the Assistant Dean of Admissions for clearance.

A candidate for graduation with a Liberal Arts or transfer major who has a deficiency of no more than 4 grade points may petition for clearance to the Assistant Dean of Admissions. Such a graduate is notified that he/she is not automatically admissible to a four-year institution.

Application of the Forgiveness Clause

A candidate for graduation with a two-year Career Education major whose grade-point deficiencies may not be actionable under the foregoing policy may graduate if all grade-point deficiencies may be wiped cut under the following procedures and requirements:

A 2.0 or better grade-point average has been earned in the last semester of attendance.

Courses (including prerequisites) taken up to the point of completion of general education requirements, and all courses required by and related to the major, must be counted.

Any course not meeting the above criteria, including those which might have been used for general education requirements had such requirements not already been met, may be disregarded in the calculation of units and grade points applicable to graduation.

The 60-unit minimum must be fulfilled beyond any course work disregarded by the above procedure.

Under such procedures, the credit evaluator makes no emendations on the course record on the Permanent Record card or the transcript; only a notation of "Revised Totals" is made.

This provision is designed particularly to aid students who have changed to a Career Education major other than the major or type of program in which earlier units were taken.

Supersedes M 160, 409, 441-1

For receiving honors at graduation, the following restrictions apply:

30 units of work must have been completed at L.A.C.C.

Transfer work with grade-point deficiencies must be included in the grade-point average.

Transfer work with surplus grade points may not be included in the average.

With the above limitations:

A student with a 3.5000-3.6999 grade-point average has graduated "cum laude."

A student with a 3.7000-3.8999 grade-point average has graduated "magna cum laude."

A student with a 3.9000-4.000 grade-point average has graduated "summa cum laude."

Suitable entries are made both on the Permanent Record Card and on the diploma.

Supersedes M 441-1

L.A.C.C. CREDIT MANUAL — V. G.E. CERTIFICATION FOR CSUC
Spring 1975 — A-1 Summary

Beginning in Spring, 1970, under State Education Code Section 40405, L.A.C.C. began to certify completion of State University and College requirements in general education. Such certification, as applied by the L.A.C.C. evaluators, by suitable notation of the Permanent Record Card indicates completion of one or all of these required subject areas:

Natural Sciences
Social Sciences, including U.S. History and U.S. Government
Humanities
Basic Subjects, including oral and written communication, health and Physical Education
Electives to a total of 40 transferable units

Because since the inception of this practice the list of courses at L.A.C.C. has undergone several revisions, the following principles apply:

The version in effect at the time of the student's first enrollment at any L.A.C.C.D. campus is effective, regardless of possible later lapses in enrollment. Students who graduated before or during the applicability of the Spring, 1970 version will use that one.

If he/she wishes, a student may use courses added to the certification list after initial enrollment.

Courses reclassified in the certification list after a student's initial enrollment may be used in the new classification only in the case of hardship.

The student may not select courses or a pattern of requirements outdated before admission. If, however, courses are presented on transfer from another L.A.C.C.D. campus which were eliminated from our list only because of having been dropped from our catalog they will be acceptable.

The evaluators routinely check progress towards certification for any student who indicates a State University/College objective on the graduation petition and who has taken courses only within the L.A.C.C.D. Certification may also be given routinely to students petitioning for graduation with a minimal number of courses taken outside the district if such courses do not apply to certification.

Evaluators refer students to the Counseling Center if they have taken course work outside the L.A.C.C.D. which might apply to certification, if they are non-graduates, or if courses have been taken at L.A.C.C. in prior years whose applicability is questionable. Upon counselor evaluation and recommendation, such records will be certified for partial or total completion of requirements.

For students currently graduating, the final check on certification is made upon verification of completion of A.A. Degree requirements; at this time, if necessary, a revised transcript is automatically sent to the State University/ College campus already designated to receive transcripts.

continued.....

Certification on the basis of work completed at L.A.C.C. subsequent to L.A.C.C. graduation is made upon student request.

Courses used to complete the 40-unit certification package must come from those listed in the L.A.C.C. catalog, or in the master list issued by the L.A.C.C.D., as Baccalaureate ("B") or Occupational Baccalaureate ("OB") in nature. Such courses are classified as transferable through permission granted to Community Colleges by Executive Order 167, issued by the Chancellor of the California State University and College system, under the Trustees' Administrative Code Section 40803.

When checking completion of the U.S. History-Government requirement, a liberal interpretation of Section 2a-1 may be used. Certification may be granted for:

One of:	With one of:
History 11	History 12
Afro-American St. 4	History 13
Mexican-American St. 7	Afro-American St. 5
	Mexican-American St. 8

Since Title 5 does not mandate Physical Education activity, it is permissible to certify completion of Section 4, Basic Subjects, without the full two units of Physical Education activity if the certification is for someone currently over 21 years of age.

L.A.C.C. CREDIT MANUAL — V. G.E. CERTIFICATION FOR CSUC
Spring 1975 — B-1 Historical Notes: Courses added

COURSE	CLASSIFICATION	EFFECTIVE DATE
American Cultures 1	Social Sciences	August, 1970
Economics 4	Social Sciences	August, 1971
Sociology 6	Social Sciences	August, 1971
Urban Planning 2	Social Sciences	August, 1971
Humanities 6, 19, 20, 21	Humanities	August, 1971
Environmental Science 1	Physical Sciences	August, 1971
Environmental Science 2	Life Sciences	August, 1971
Environmental Science 3	Social Sciences	August, 1971
"All foreign language"	Humanities	January, 1974
"All Humanities courses"	Humanities	January, 1974
"Literature courses" specified: English 2,3,4,5,6,7,8,11,12 13,14,15,16,18; Mex.-Amer. Studies 42,45; Afro-Amer. Studies 20,21	Humanities	January, 1974
Biology 11	Life Sciences	January, 1974
Home Economics 21	Life Sciences	January, 1974
Chemistry 14	Physical Science	January, 1974
Geology 11,12	Physical Science	January, 1974
Mineralogy 1	Physical Science	January, 1974
Oceanography 10	Physical Science	January, 1974
Physical Science 1	Physical Science	January, 1974
Physics 14	Physical Science	January, 1974
Afro-American Studies 6	Social Sciences	January, 1974
Economics 4	Social Sciences	January, 1974
Environmental Studies 4	Social Sciences	January, 1974
Environmental Studies 5	Social Sciences	January, 1974
Environmental Studies 8	Physical Science	January, 1974
Geography 8,10,11,14,30	Social Sciences	January, 1974
History 20	Social Sciences	January, 1974
Home Economics 2	Social Sciences	January, 1974
Law 6	Social Sciences	January, 1974
Sociology 13	Social Sciences	January, 1974
Jewish Studies 26	Humanities	January, 1974
Mexican-American Studies 19	Social Sciences	January, 1974

SPECIAL NOTE: Effective for students first enrolling Summer, 1971, or later, the minimum requirement in Natural Science was changed from 6 units to 9 units.

	COURSE	CLASSIFICATION	EFFECTIVE DATE
A.	Deleted from the list although still offered in the L.A.C.C. catalog:		
	Theatre courses except 2,5,8	Humanities	August, 1970
	Business 1	Social Sciences	August, 1971
	Architecture 1	Humanities	August, 1971
B.	Deleted only because of having been dropped from the L.A.C.C. catalog; still acceptable if presented from another LACCD campus.		
	Sociology 5	Social Sciences	August, 1970
	Social Science 12,14,30	Social Sciences	August, 1970
	Zoology 1,2	Life Sciences	August, 1970
	History 41,42	Social Sciences	August, 1970
	Afro-American Studies 3	Social Sciences	August, 1970
	Afro-American Studies 10	Basic Subject	August, 1972
	Afro-American Studies 47	Social Sciences	August, 1972
	Law 30	Social Sciences	August, 1973

* * * * * * * * * * * * * * *

COURSE	FROM	TO	EFFECTIVE DATE
Mexican-American Stds. 44	Soc. Sci. OR Humanities	Social Sciences	August, 1970
Psychology 3,4,11,12,14	Humanities	Basic Subject	August, 1970
Child Development 1 (OR Home Economics 60)	Basic Subjects	Social Sciences	January, 1974
*Home Economics 20	Basic Subject	Life Science	January, 1974
*Home Economics 31,32	Basic Subjects	Social Sciences	January, 1974
Computer Technology 1	Basic Subject	Physical Sciences	January, 1974
Mathematics 17	Basic Subject	Humanities	January, 1974
Mexican-American Stds. 44	Social Sciences	Humanities	January, 1974
Psychology 3,12,14	Basic Subjects	Humanities	January, 1974
Speech 4	Basic Subject	Humanities	January, 1974

* * * * * * * * * * * * * * * *

*Beginning Fall, 1975, all Home Economics courses will be renamed Family and Consumer Studies.

FORMER	NEW
Business Data Processing 25	Business Data Processing 29
Environmental Science 1	Environmental Studies 1
Environmental Science 3	Environmental Studies 4
Environmental Science 2	Environmental Studies 2
American Cultures 1	Asian-American Studies 1
Home Economics 60	Child Development 1
Home Economics courses	Family and Consumer Studies

* * * * * * * * * * * * * * * *

GIVEN AT LACC AS:	GIVEN ON OTHER CAMPUSES AS:
Afro-American Studies 2	Social Science 12
Afro-American Studies 3	Anthropology 10
Afro-American Studies 4	History 41
Afro-American Studies 5	History 42
Afro-American Studies 6	History 27*
Afro-American Studies 10	Psychology 8
Afro-American Studies 20	English 34
Cinema 3	Theatre 49
History 15	Economics 10
Mexican-American Studies 44	History 24 or Spanish 1[illegible]
History 20	Mexican-American Studies 1
Mexican-American Studies 2	Social Science 14
History 5	Mexican-American Studies 5
History 6	Mexican-American Studies 6
Mexican-American Studies 7	History 43
Mexican-American Studies 8	History 44
Mexican-American Studies 19	History 19
Spanish 10	History 23 or Mex-Amer. Stds. 41
Mexican-American Studies 42	Spanish 12
Spanish 9	Mexican-American Studies 43
Mexican-American Studies 44	Spanish 12 or History 24
Geography 30	Environmental Studies 5*
Mexican-American Studies 45	Spanish 18
Biology 10	Environmental Studies 6
Geology 10	Environmental Studies 7
Geology 11	Environmental Studies 8*
French 10	History 22 or Humanities 10
Anthropology 25	Sociology 25
Business Data Processing 27	Comp. Sci. & Info. Tech. 27
Mathematics 61	Comp. Sci. & Info. Tech. 36
Mathematics 62	Comp. Sci. & Info. Tech. 37
Mineralogy 1	Geology 14
Geology 1 WITH 6	Geology 4
Geology 2 WITH 7	Geology 5
Hebrew 9	Jewish Studies 9
Hebrew 10	Jewish Studies 10
Home Economics 31 (F & CS 31)	Sociology 12

* also at L.A.C.C.

5. ELECTIVES (5-8 units) Transferable courses

Of the 60 units required for an A.A. Degree and transfer, the above pattern of 40 units must be completed. The remaining 20 units should be taken in major and/or elective courses.

Evaluation will be made at the request of the student upon applying for the A.A. Degree.

* May be used for either "2b" or "3"

L.A.C.C. STATE COLLEGES GENERAL EDUCATION-SPRING, 1970

1. NATURAL SCIENCES (6 units minimum)
At least one course from each group:
   a. Biological Science
   Anatomy 1; Anthropology 1; Biology 1,2,3,6,7,10,23,24,25; Botany 1,2; Microbiology 1,6,20; Oceanography 2; Paleontology 1; Physiology 1; Psychology 2; Zoology 1,2,5
   b. Physical Science
   Astronomy 1; Chemistry 1,2,3,4,5,7,8,11; Earth Science 1; Geography 1,3; Geology 1,2,6,7; Meteorology 3; Oceanography 1; Physics 1,2,3,4,6,7,11,12

2. SOCIAL SCIENCES (9 units minimum)
Courses must be selected from group a and group b.
   a. The mandatory History and Constitution requirement may be satisfied by taking either:
      (1) History 5 WITH 6, 11 WITH 12 or 13, or 15, 41 WITH 42; Afro-American Studies 4 WITH 5; Mexican-American Studies 7 WITH 8
      (2) OR Political Science 1 WITH one History course chosen from 5,6,11 12,13,15,41,42 or WITH one course from Afro-American Studies 4,5, Mexican-American Studies 7,8
   b. One course chosen from:
   Afro-American Studies 2,3,47; Anthropology 2,3,25; Business 1; Economics 1,2; Geography 2,5; History 1,2; Law 3,30; Mexican-American Studies 2,9,44*; Political Science 2,8; Psych. 7,13; Social Science 12,14,30; Sociology 1,2,5

3. HUMANITIES (6 units minimum) Courses must be taken from at least 2 subject fields: Any Art, Literature, Music, Philosophy or Theatre Arts courses; Afro-Amer. Studies 60; Architecture 1,2,3; Cinema 3; Foreign Lang. courses 9,10,11,16; History 47,48; Humanities 3,4,30,31; Mex-Amer. Studies 44*; Psychology 3,4,11,12,14

4. BASIC SUBJECTS (11 units minimum) Course work must be taken in each area.
   a. Communication
   Select one course from both Oral and Written
   ORAL: Speech 1,3,4; Theatre Arts 10; Broadcasting 3
   WRITTEN: English 1
   b. Health and Physical Education
      Health Education
         Health 10 or 11; Nursing 1 WITH 2
      Physical Education Activity
         Physical Education activity is required of all students under the age of 21 unless exempted under the State Law.
   c. Other Basic Subjects
      At least one course from: Afro-Amer. Studies 10; Business 15; Business Data Processing 22,27,29; Computer Tech. 1; General Engineering 1; Geography 30; Home Econ. 20,31,32,60; Any Math course except 30,31,32; Psychology 1, Statistics 1

1. NATURAL SCIENCES (9 units minimum)
At least one course from each group:
   a. Biological Science
   Anatomy 1; Anthro. 1; Biology 1,2,3,6,7,10,23,24,25; Botany 1,2; Environmental Science 2; Microbiology 1,6,20; Oceanography 2; Paleontology 1; Physiology 1; Psych. 2; Zoology 5.
   b. Physical Science
   Astronomy 1; Chem. 1,2,3,4,5,7,8,11; Earth Science 1; Environmental Science 1; Geography 1,3; Geology 1,2,6,7; Meteorology 3; Oceanography 1; Physics 1,2,3,4,6,7,11,12.

2. SOCIAL SCIENCES (9 units minimum)
Courses must be selected from group a and group b.
   a. The mandatory History and Constitution requirement may be satisfied by taking either:
   (1) History 5 WITH 6, 11 WITH 12 or 13; Afro-American Studies 4 WITH 5; Mexican-American Studies 7 WITH 8.
   (2) or Political Science 1 with one History course chosen from 5,6,11,12,13,15, or with one course from Afro-American Studies 4,5, Mexican-American Studies 7,8.
   b. One course chosen from:
   Afro-American Studies 2,3,47; American Cultures 1; Anthropology 2,3,25; Economics 1,2,4; Environmental Science 3; Geography 2,5; History 1,2; Law 3,30; Mexican-American Studies 2,9,44; Political Science 2,8; Psychology 7,13; Sociology 1,2,5,6; Urban Planning 2.

3. HUMANITIES (6 units minimum)
Courses must be taken from at least two subject fields. Any Art, Literature, Music, or Philosophy course; Afro-American Studies 60; Architecture 2,3; Cinema 3; Foreign Language course 9,10,11,16; History 47,48; Humanities 3,4, 6,19,20,21,30,31; Theatre 2,5,8.

4. BASIC SUBJECTS (11 units minimum)
Course work must be taken in each area.
   a. Communication
   Select one course from each area.
   ORAL: Speech 1,3,4; Theatre 10; Broadcasting 3
   WRITTEN: English 1
   b. Health and Physical Education
      Health Education
         Health 10 or 11; Nursing 1 WITH 2
      Physical Education Activity
         Required unless exempted under the State Law
   c. Other Basic Subjects
      At least one course from: Afro-American Studies 10; Business 15; Business Data Processing 22,27,29; Computer Technology 1; General Engineering 1; Geography 30; Home Economics 20,31,32,60; Any Math course except 30,31,32; Psychology 1,3,4,11,12,14; Statistics 1.

5. ELECTIVES (5 units maximum) transferable courses

1. NATURAL SCIENCE (9 units minimum)
At least one course from each group:
   a. Biological Science
   Anatomy 1; Anthro. 1; Biology 1,2,3,6,7,10,11,23,24,25; Botany 1,2; Environmental Studies 2; Home Economics 20,Microbiology 1,6,20; Oceanography 2; Paleontology 1; Physiology 1; Psychology 2; Zoology 5.
   b. Physical Science
   Astronomy 1; Chemistry 1,2,3,4,5,7,8,11,14; Computer Technology 1; Earth Science 1; Environmental Studies 1,8; Geography 1,3; Geology 1,2,6,7,11,12; Meterorology 3; Mineralogy 1; Oceanography 1,10; Physical Science 1; Physics 1,2,3,4,6,7,11,12,14.

2. SOCIAL SCIENCES (9 units minimum)
Courses must be selected from group a and group b.
   a. The mandatory History and Constitution requirement may be satisfied by taking either:
   (1) History 5 WITH 6; 11 WITH 12 or 13, or 15; Afro-American Studies 4 WITH 5;
   ~~(2) or Political Science 1 with one History course chosen from~~ 5,6,11,12,13,15, or with one course from Afro-American Studies 4,5, Mexican-American Studies 7,8.
   b. One course chosen from:
   Afro-American Studies 2,6; American Cultures 1; Antrhopology 2,3,25; Child Development 1; Economics 1,2,4; Environmental Studies 4,5; Geography 2,5,8,10,11,14,30; History 1,2,20; Home Economics 2,31,32; Law 3,6; Mexican-American Studies 2,9,19; Political Science 2,8; Psychology 7,13; Sociology 1,2,6,13; Urban Planning 2.

3. HUMANITIES (6 units minimum)
Courses must be taken from at least two subject fields:
Any Art, Foreign Language, Humanities, Music, or Philosophy course; Afro-American Studies 20,21,60; Architecture 2,3; Cinema 3; English 2,3,4,5,6,7,8, 11,12,13,14,15,16,18; History 47,48; Jewish Studies 26; Mathematics 17; Mexican-American Studies 42;44;45; Theatre 2,5,8; Psychology 3,12,14; Speech 4.

4. BASIC SUBJECTS (11 units minimum)
Course work must be taken in each area.
   a. Communication
   Select one course from each area:
   ORAL: Speech 1,3; Theatre 10; Broadcasting 3.
   WRITTEN: English 1.
   b. Health and Physical Education
   Health 10 or 11; Nursing 1 WITH 2;
   Physical Education activity required unless exempted under the State Law governing the State University and Colleges.
   c. Other Basic Subjects
   At least one course from:
   Business 15; Business Data Processing 22,27,29; General Engineering 1; any Mathematics course except 17,19,30,31,32; Psychology 1,4,11; Statistics 1.

5. ELECTIVES (5 units maximum) Transferable courses

L.A.C.C. CREDIT MANUAL — VI. PROCEDURES FOR UPDATING
Spring 1975

Credit Manual

Sections, on approval, will bear the date "Spring 1975."

Referrals to previous applicable numbered Admissions Office memoranda should be made in a "supersession" note.

New pages and sections, as added, should be numbered for logical interleaving with the manual as originally conceived.

Upon revision, a new page or section will bear the revision date.

A file of outdated pages shall be kept.

Procedural Manual for Evaluators

Section numbers shall, as far as possible, correspond to those of the credit manual.

Dating of the sections and of their revisions, as well as referrals to previous memos, should where feasible be done in a form compatible with that of the Credit Manual.

The code numbering system for two-year and four-year majors as declared by entering and graduating students should be updated biennially. If possible, the Hegis system now used by the CSUC should be modified for this purpose.

A.A. Degree: see Graduation
Academic disqualification.....III A-1; III B-1
Academic probation.....III A-1; III B-1
Accredited colleges.....II A-1; II B-1; II C-1
Admission of disqualified students.....III A-1; III B-1
Admission of students on probation.....III A-1; III B-1
Advanced Placement Tests.....I D-1; I D-4; II E-1
Alterations on the permanent record card.....I E-1
American Institute of Banking.....II C-2; IV A-1
Articulation agreements.....I F-3
Assembly attendance.....I C-1
Baccalaureate courses.....I F-3; V A-1
California government requirement.....II A-1; IV B-1; IV C-1; IV D-1; IV D-2
Career Education certificates.....II A-1
Catalog, LACC.....I D-1; I D-5; I E-2; I E-4; I F-3; IV C-1
"Charging" for a course.....I E-2; IV D-2
College Level Examination Program.....I D-1; I D-4; II E-1
Cooperative Education.....I D-2; IV C-2
Correspondence schools.....II C-1; II C-2
Course credit.....I D-1; II A-1; II E-1; IV C-1
Credentials Evaluation Service.....II C-2
Credit/No Credit.....I D-1; I D-5; I E-2; II A-1
Credit reports to other institutions.....I F-1
Dates of grade assignment.....I B-1
Diploma.....IV A-1; IV G-1
Disqualification, academic.....III A-1; III B-1
Duplication of courses.....I D-1; I E-1; I E-4
Elective units.....II A-1; II E-1
English course repetition.....I E-1; I E-2
Evaluation of incoming records.....II A-1; II B-1; II C-1
Examination, credit by external.....I D-1; I D-4; II E-1
Examination, credit by internal.....I D-1; I D-2; I D-4; II A-1
Foreign schools.....II C-1; II C-2
"Forgiveness clause".....IV B-1; IV E-1
General credit.....I D-1; II A-1
General Education certification for California State University/Colleges.....IV A-1; V A-1; V B-1 through -8
General Education requirements, LACC.....II A-1; IV B-1; IV C-1
Good standing.....III A-1
Government requirement: see California and United States government requirements
Grade and credit records: general principles...I A-1
Grade change.....I D-5; I E-1
Grade-point computation.....I B-1; I C-1; I D-5; I E-1; II A-1
Grade-point deficiencies at graduation.....IV B-1; IV E-1
Grading system.....I B-1; I C-1

Transcripts from other institutions.....I A-1; II B-1; III B-1; IV A-1
Transcripts issued by LACC.....I F-1
Transfer of credit towards high school diploma..I E-1; I F-1; I F-4
Transferability of courses to Calif. State
University and Colleges.....I F; V A-1
Transferability of semi-professional courses....I F-2
Types of credit.....I D-1; II A-1; II C-2
UW, WU grades.....I C-1; I E-1
United States Armed Forces Institute courses....II C-1; II E-1
United States government requirement.....IV B-1; IV C-1; IV D-1
United States history requirement.....IV D-1; V A-1
Unit requirements, total for graduation.....IV B-1; IV D-1
Units earned.....I D-1; I D-2; IV B-1
Updating practices, permanent records.....I C-1; I E-1; VII A-1
Veysey-Bill students.....I F-4
Waiving of requirements for graduation.....IV C-1
Withdrawal for military service.....I D-3; I E-1; I E-5; II A-1
Written communication requirement.....IV B-1; IV C-1; IV D-1; IV D-2; V A-1

UNIVERSITY OF CALIF.
LOS ANGELES

OCT 3 1975

CLEARINGHOUSE FOR
JUNIOR COLLEGE
INFORMATION

Graduation petitions.....III B-1; IV A-1
Graduation requirements.....II A-1; IV A-1; IV B-1; IV D-1; IV E-1
Hardship cases.....I A-1; I D-5; IV C-2
Health education requirement.....II A-1; II D-1; IV B-1; IV C-1; IV D-1; V A-1
High school level courses.....I F-3
High school honors students.....I F-4
High school students.....I F-4
Historical notes.....I C-1; IV D-2; V B-1 through -8
Honors at graduation.....II A-1; IV G-1
Humanities requirements.....IV B-1; IV C-1; IV D-1; V A-1
Incoming records.....I A-1; II A through II E; III A-1; III B-1; IV A-1; IV G-1
Incomplete grades.....I B-1; I C-1; I E-1; I E-3
Instructor's grade change.....I D-5; I E-1
Julian calendar dates.....I B-1
Learning skills requirements.....IV B-1
Major requirements.....II A-1; IV B-1; IV C-2; IV D-1
Military service credit.....I D-1; II A-1; II D-1
Multiple degrees.....IV F-1
Natural science requirements.....IV B-1; IV C-1; IV D-1; V A-1
Non-accredited colleges and schools.....II A-1; II C-1; II C-2; IV A-1
Occupational Baccalaureate courses.....I F-3; V A-1
Occupational courses .....I F-3
Oral communication requirement.....IV D-1; V A-1
Overlapping courses.....I D-1; I E-1; I E-2; I E-4
Overseas coordinator.....II E-1; IV A-1
Parentheses on a record.....I E-1
Permanent Record Card.....I B-1; I C-1; I D-4; I E-1; I E-2; I E-3; I E-4; I F-1; I F-4; II C-2; IV G-1; V A-1
Petition, credit granted by.....I D-1; II A-1
Physical education activity requirement.....II D-1; IV B-1; IV C-1; IV D-1; IV D-2; V A-1
Prerequisites.....II A-1
Probation.....III A-1; III B-1
Quarter system, unit calculation in.....I C-1; II A-1
Readmission of students.....III A-1; III B-1
Reduction in unit credit.....I E-4
Regulations concerning credit.....VI A-1; VI
Remedial courses.....I F-3
Repeated courses.....I C-1; I E-1; I E-2; I E-3
Residence requirement.....IV B-1
Safety Education and First Aid.....II D-1
Scholarship Standards Committee.....III A-1; III B-1
Scholastic probation.....III A-1
Semi-professional courses.....I F-2
Slash mark on a record.....I D-1; I E-1
Social Science requirements.....IV B-1; IV C-1; V A-1
Standardized practices.....I A-1
Subject credit.....I D-1; II A-1; II E-1; IV B-1; IV C-1
Summer session.....I B-1; I D-2